



Reference No. – CRGB/CO/Infra/Notice - 10/2024-25

Date: - 09.07.2024

सूचना (NOTICE)

INVITATION OF APPLICATION FOR EMPANELMENT OF OUTSOURCING AGENCIES FOR HOUSE KEEPING AND MAINTENANCE SERVICES AT BRANCHES/OFFICES OF CHHATTISGARH RAJYA GRAMIN BANK

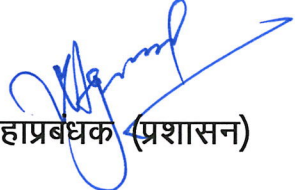
छत्तीसगढ़ राज्य ग्रामीण बैंक सबसे ज्यादा शाखाओं के साथ छत्तीसगढ़ राज्य में सबसे बड़ा बैंक है। इसकी 614 शाखाएँ राज्य के सभी 33 जिलों में स्थित हैं। बैंक का कार्पोरेट कार्यालय नवा रायपुर में है एवं इसके 10 क्षेत्रीय कार्यालय राज्य के सभी प्रमुख शहरों रायपुर, बिलासपुर, कोरबा, रायगढ़, धमतरी, जगदलपुर, अंबिकापुर, बैकुंठपुर, दुर्ग एवं राजनांदगांव में स्थित हैं।

छत्तीसगढ़ राज्य ग्रामीण बैंक अपनी शाखाओं/क्षेत्रीय कार्यालयों/कार्पोरेट कार्यालय के लिये HOUSE KEEPING AND MAINTENANCE SERVICES से संबंधी आवश्यकताओं की आपूर्ति हेतु अनुभवी, विश्वसनीय एवं पात्र OUTSOURCING AGENCIES से EMPANELMENT हेतु आवेदन आमंत्रित करता है। छत्तीसगढ़ राज्य स्थित OUTSOURCING AGENCIES जो हमारे सभी कार्यालयों हेतु HOUSE KEEPING AND MAINTENANCE SERVICES में सक्षम हों संलग्न निर्धारित प्रारूप में मय दस्तावेज बंद लिफाफे में दिनांक **24/07/2024 को शाम 5 बजे तक** आवेदन प्रस्तुत करें।

किसी भी प्रकार की सिफारिश अयोग्यता समझी जावेगी।

स्थान – रायपुर

दिनांक – 09.07.2024


महाप्रबंधक (प्रशासन)



SCOPE AND ELIGIBILITY CRITERIA FOR EMPANELMENT OF OUTSOURCING AGENCIES FOR HOUSE KEEPING STAFF, MAINTENANCE SERVICES AT BRANCHES/OFFICES OF CHHATTISGARH RAJYA GRAMIN BANK

Scope:

The panel of OUTSOURCING AGENCIES FOR HOUSE KEEPING, MAINTENANCE SERVICES AT BRANCHES/OFFICES OF CHHATTISGARH RAJYA GRAMIN BANK will be valid for the period of 03 years with annual review and may be extended up to another two year.

Eligibility Criteria:

- 1) The applicant should be an Income Tax assesses and should possess a valid PAN in the name of the Company/ Firm.
- 2) The applicant should be registered with GST department and have a valid regular GST registration number.
- 3) Average annual financial turn over during the last 3 years ending 31.03.2024 should not be less than Rs.50 lakhs. Audited balance sheet and P&L account for the last three financial years 2020-21, 2021-22, 2022-23 and certificate from Chartered Accountant certifying the annual turnover of last 3 financial years is also to be submitted.
- 3) The applicant should have a registered firm and well established permanent offices in state of Chhattisgarh and should have a good knowledge of Geographical Locations of Chhattisgarh.
- 4) The applicants who intend to apply for empanelment should have the experience of successfully completing similar works for Central Government Departments / PSU's / Public Sector Banks / Public Sector Financial Institutions during the last 3 years ending 31.03.2024, similar work means HOUSE KEEPING STAFF, MAINTENANCE SERVICES AT BRANCHES/OFFICES thereof.
- 5) If the applicant is empanelled with any other organizations/departments, they should enclose a copy of such empanelment letter.
- 6) The applicant should not have been black listed / barred by any of the Government Departments / PSU's / Public Sector Banks / Public Sector Financial Institutions during the last three years. An undertaking for the same is to be provided by the applicant in their firm letter head.
- 7) Applicants must submit the KYC of a minimum of 20% of its workers in proportionate with Branches/ Offices of Bank where they want to provide the house keeping services.
- 8) Minimum Three years experience in the business of housekeeping services. Applicants must submit the copy of work order and satisfactory work done certificate for at least providing the manpower of 50 or more.
- 9) Applicant are required to furnish a copy of the previous "Return of Contributions" (Form-5) submitted to the ESIC or a copy of Electronic Contribution History sheet submitted to the ESIC in case of online contribution.
- 10) Applicants are required to furnish a copy of the previous Electronic Challan-Cum-Return (ECR) for EPF contribution for a Wage month not older than two months prior to the tender opening date.
- 11) Applicants are required to furnish a copy of the past wage slip, not older than three months of any of their employees deployed as a house keeping staff with any other principal officer. Copy of wage slip also to be provided.
- 12) Applicants should furnish at least 2 or 3 reference sites (Excluding Chhattisgarh Rajya Gramin Bank) of which at least two sites should be of Government Establishments/PSBs/PSUs and on request by CRGB, the referees should testify about the performance of the House Keeping, Maintenance Services to the satisfaction to the bank.

Applicant must submit copies of documentary proof of above requirements. Proof like relevant photocopy of EPFO Registration, ESIC Registration, GST Registration, Registration of Firm, PAN Card of Firm/ PAN Card of the Proprietor in the case of the Proprietorship Firm, Last



year GST Return, 3 year ITR of Firm or Proprietor as the case may be, KYC of the owner/s, Office address proof, relevant Work Order / Contract, Successful completion certificates, Undertaking etc. so as to satisfy the eligibility criteria laid above.

- 14) The applicant has to deposit application fee (non refundable) of **Rs. 1,000.00** (Rupees One Thousand Only) by way of Demand Draft favoring "Chhattisgarh Rajya Gramin Bank" Payable at Raipur along with the application. The application received without application fee will not be entertained.
- 15) The applicant or person in charge shall not be punished by criminal court or Labour Court or Labour authority or any other authority or any court in India previously. Under taking is to be given on firm letter head (Performa – 5).
- 16) Any investigation or inquiry/ies or proceeding/s or litigation/s or trial/s is/ are pending against the contractor or vendor or person in charge of such organization before any authority or court in India. The bank may reject their application or empanelment at any time on this basis.
- 17) Incomplete applications and those which do not confirm to the requirements of the notice are liable to be rejected. Application submitted by a firm shall be duly signed by the authorized person or power of Attorney holder. Application by a company shall be executed by persons/ duly authorized under the resolution of the Board of Directors of the Company.
- 18) The duration of the contract for the above services would be for a period of one year from the date of acceptance subject to renewal for a further period of one year on the same terms and conditions. However the contract will not be renewed beyond 2 years.
- 19) Selection Committee will be formed at corporate office level to select the vendor, on the basis of above eligibility criteria. Internally marking system will be adopted by selection committee for selection of vendor at least 06 to 08 firm will be selected for empanelment of housekeeping job.
- 20) All applications (complete in all respect) submitted in sealed envelope super scribed as **"APPLICATION FOR EMPANELMENT OF OUTSOURCING AGENCIES FOR HOUSE KEEPING, MAINTENANCE SERVICES"** and must reach below address on or **before 05:00 pm of 24.07.2024**. Application received afterwards will be rejected.

GENERAL MANAGER
CHHATTISGARH RAJYA GRAMIN BANK,
Corporate Office,
Infra Department
Plot No. 47, Sector - 24
Atal Nagar
NAYA RAIPUR (C.G.) – 492 018.



GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

1. Non refundable Application fee Rs.1,000.00 (Rupees One Thousand only) should be paid in form of demand draft in favor of "Chhattisgarh Rajya Gramin Bank" payable at RAIPUR attached with application.
2. Generally, the routine works of the Bank such as House Keeping and Maintenance Services at Branches/Offices are met by inviting competitive tenders / quotations from the empanelled Outsourcing Agencies for the same. However, the Bank reserves the right to award the work from any of the empanelled Outsourcing Agency OR opt for open tendering/quotation process for House Keeping and Maintenance Services at Branches/Offices if it deems fit.
3. Competitive tenders / quotations may be invited by our Corporate Office situated at above mentioned places for House Keeping staff, Maintenance Services at Branches/Offices for the branches/ offices fall under their operational area. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
4. No cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed by the Bank.
5. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order shall be submitted. Incomplete applications or applications without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
6. If the application is made by a sole proprietorship/partnership firm, current address of the firm and full names and current address of all the partners of the firm shall be produce along with the application. Any supporting documents as called for by the Bank as and when requires shall be submitted by the firm.
7. If the application is made by a limited company, it should be signed by duly authorized person holding the power of attorney. Any supporting documents as called for by the Bank as and when requires shall be submitted by the Company.
8. The evaluation will be made, based on the experience of the House Keeping staff, Maintenance Services at Branches/Offices and their financial capabilities, the Outsourcing Agency will be empanelled. Decision of the bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained.
9. If information and details furnished by the applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank later, the empanelment of such applicant will be cancelled immediately.
10. Applications received after the due date and time/ not fulfilling the prescribed criteria are liable for rejection.
11. **Outsourcing Agency having their Main/Branch office in the geographical jurisdiction of the Bank or in the state of Chhattisgarh will only be considered for empanelment.**
12. The empanelment will be valid for a period of two years however Bank reserves the right to modify/change/terminate the empanelled Outsourcing Agency from the list during empanelment period.
13. Outsourcing Agency should not indulge in unethical practices, and should execute the work awarded to them as per the terms and conditions of the contract and specifications, and should co-ordinate with the Bank officials.



14. Outsourcing Agency should execute the work satisfactorily as per specifications. Bank will have the right to debar/remove his name from the approved list of Outsourcing Agencies for House Keeping, Maintenance Services and forfeit the security deposit with Bank. Decision of the Bank will be final and binding.
15. Bank reserves the right to inspect and check the progress and quality of work.
16. If L-1 Outsourcing Agency denies / fails to provide proper House Keeping, Maintenance Services at Branches/Offices on time then the Outsourcing Agency will be debarred for further housekeeping services.
17. Any investigation or inquiry/ies or proceeding/s or litigation/s or trial/s is/ are pending against the contractor or vendor or person in charge of such organization before any authority or court in India. The bank may reject their application or empanelment at any time on this basis.
18. Any of the eligibility conditions are found to be false or misleading may leads to rejection of the empanelment instantly.
19. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at Raipur (Chhattisgarh).
20. Chhattisgarh Rajya Gramin Bank reserves the right to reject any / or all the applications without assigning any reasons whatsoever at any time.
21. At the Time of Contract Security Money/ EMD will be taken from the empanelled Outsourcing agencies.
22. Chhattisgarh Rajya Gramin Bank reserves the right to add / remove from empanelment list if found detrimental in the interest of the Bank.
23. Applicant must put their company/firm seal stamp on each page with signature.



CHHATTISGARH RAJY GRAMIN BANK

Corporate Office, Plot No. 47, Sector - 24, Atal Nagar, Nava Raipur (C.G.) 492018

PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF EMPANELLING/SHORTLISTING OF OUTSOURCING AGENCY

1.	Category Applied for	HOUSE KEEPING AND MAINTENANCE SERVICES AT BRANCHES/OFFICES OF CRGB
2.	Name of Firm / Organization	
3.	(i) Address with Telephone No and email ID. (ii) Office	
4.	Nature of Constitution	
5.	Date of Establishment	
6.	Name of the Proprietor/Partners/Directors with Residential address and Telephone No. (also enclose ID & Address proof)	(i) (ii) (iii)
7.	Whether as Registered under EPF, ESIC and Central Labour Law if so, Reg. No. And Date. Also enclose copy of Certificate	
8.	Whether Registered with the Registrar of the Companies/Registrar of Firms. If so mention number and date.	
9.	Whether the premises (Office/ Shop) is/are owned or hired. If hired then copy of agreement is to be submitted.	
10.	Name and address of the Banker's of firm	
11.	Whether registered for HOUSE KEEPING, MAINTENANCE SERVICES Purposes (GST). If so, mention No. And Date. Please also furnish registration Certificate and submitted tax return.	
12.	Whether an assesses of Income Tax. If so, mention permanent account number (PAN). Please also furnish photocopy of income Tax return for the last three years.	
13.	<u>Copies of Balance Sheets and Profit & Loss Account Statement for the last 3 years to be furnished.</u>	
14.	If registered in the panel of other Organizations/ Statutory bodies furnish their names, category and date of registration.	(i) (ii) (iii)



15.	What are your lines of activities? Mention the fields on preference basis.	(i) (ii) (iii)
16.	Whether willing to work in Chhattisgarh Rajya Gramin Bank branches and ready to provide House Keeping and Maintenance Services at the Regional offices i.e. Raipur, Bilaspur, Korba, Raigarh, Dhamtari, Jagdalpur, Ambikapur, Baikunthpur, Durg, Rajnandgaon and Corporate office in Naya Raipur.	
17.	(i) Detailed description and value of contracts for others in the past. (ii) Detailed description and value of contracts for the banks.	
18.	Specify the value of Contracts in a year and also maximum value of single contract.	
19.	Furnish the names, email ID and telephone or mobile numbers of three responsible persons/bodies (referees) that will be in a position to certify about the quality as well as past performance of your organization. (Should not belongs to CRGB and your firm, it should be from different organization.)	(i) (ii) (iii)
20.	Names and addresses of the principal customers for which providing the same type of services to other organization/PSUs/PSBs (Excluding CRGB) If yes then provide the full details or enclose annexure.	

Note: Where copies are required to be furnished these are to be certified preferably by the concerned agencies or a Government Officer.



OFFICES / BRANCHES DETAILS OF APPLICANT

Location (Address of Office/ working place)	Land Area	Ownership (Owned/ Rented)	Type of Structure	Facility available in premises

DETAIL OF THE CONTRACTS

Name of Contractor with address	Short Name and description Address of work owner executed	Value of contract executed	Tenure of Contract	Contract Nature	Remarks
1	2	3	4		



OTHER RELEVANT INFORMATION

1.	Whether Outsourcing Agency had worked for the Gramin banks, if yes, since when & for which Gramin Bank.	
2.	Capacity to execute contract at ROs/Branches/Head Office at a single time.	
3.	Any other information.	

WORK FORCE
KEY PERSONNEL (PERMANENTLY EMPLOYED) of Firm

S. No.	Name of Permanent Employee	Mobile Number	Since when in the Employment	Remark or Role of Employee
1				
2				
3				
4				
5				
6				
7				

Application Fee Detail

Demand Draft Number and Date	Amount	Payable at	Issuing Bank - Branch
	Rs.1,000.00 (Rupees One Thousand Only)	RAIPUR (C.G.)	



(On Rs.50 Non- Judicial Stamp paper)

Declaration

I/We declare that the particulars furnished as per enclosed format are true and correct and I shall abide by all the terms and conditions of the empanelment. In case any information/particular is found incorrect at a later date, the application/empanelment is liable to be cancelled. All the conditions of the Bank will be binding on me/us.

(Name _____)

Date:

Signature of the Applicant.

Place:

(With Rubber Stamp)



(On letter head)

Undertaking of non Blacklisting and Criminal/Civil Case

We hereby irrevocably undertake that our firm or company or associate or sister concerns is/are not blacklisted by any of the Government Departments / PSU's / Public Sector Banks / Public Sector Financial Institutions during the last three years as on the date of submission of this application. We also certify that no criminal case or complaint (Civil or Criminal) has been registered against us or person in charge before any authority or Court in India.

(Authorized Signatory)

Name:

Designation:

Seal of Company



